



## How to change the password in KOJ HR website

Make sure that you are log-in (www.kojhr.com)

username: Employee ID Number  
password: changeme

To change the password, click on "My Profile" and below click on "Edit".

The screenshot shows the KOJ HR website interface. At the top, there is a navigation bar with three tabs: "Online Forms", "My Profile", and "Manual Forms". The "My Profile" tab is highlighted with a red oval. Below the navigation bar, there are two columns of information: "Basic Info" and "Sick Leave".

Basic Info		Sick Leave	
Name:	Adrian Riano	Days absence in the past 12 months:	3
Employee ID:	201980	Number of occurrences:	1
Email ID:	adrian.riano@kojambom.com		

Below the "Basic Info" section, there is a blue button labeled "Edit", which is circled in red.

On the Edit Profile page, type your new password and click on "Submit".

### EDIT YOUR PROFILE

Please update your profile in this page

The screenshot shows the "EDIT YOUR PROFILE" form. It contains several input fields for user information. The "New Password" field is highlighted with a red oval.

Full Name:	Adrian Riano
Current Password:	*****
New Password:	*****
Mobile Number:	971529076457
Email Address:	adrian.riano@kojamjoo

At the bottom of the form, there is a blue button labeled "Submit".

A confirmation will prompt that new password has been saved.

The screenshot shows a confirmation message box with the text "New Password/Mobile Number Successfully Saved" and an "OK" button.